

South Lanarkshire College
Human Resources Committee (Board of Management)
Tuesday 16th May 2017

Present Chris McDowall
Rose Harkness
Gill Stillie (by phone)
Stewart McKillop

In attendance Lisa Beresford
Angela Martin

Apologies Angus Allan

1. Declarations of Members' Interests

Mr McKillop and Ms Harkness declared their membership of The Lanarkshire Board. No other declarations were received.

2. Minutes of the Previous Meeting

The Minutes of the Committee of the Committee of 22nd February had already been approved by the Board of Management.

3. Report to the Human Resources Committee

Ms Beresford stated the purpose of the report was to update the Human Resources Committee on all relevant staffing and health and safety matters.

Staff Training and Development

Staff Development Days – the evaluation of the March staff development day had been distributed to members. All training had been well received and the members noted that a session on Unconscious Bias that had previously scored poorly was now scoring well. Ms Beresford explained that the HR team had reacted to the previous evaluation and had changed the format of the delivery and this was now delivered on-line. This had been well received by staff.

The June staff development day has been handed back to the Departments and Faculties to allow focus on the specific needs of each area for the next session.

Staff Absence

The absence report from 1st January to 31st March 2017 had been distributed. Members noted that the figures had risen. This increase was on the whole attributed to long term absence. Work was continuing to support these staff members in terms of return to work provision and some moving towards ill health retirement.

Members noted that ongoing support and work in this area. Discussion took place regarding the impact of prolonged absences but the considerably great issues caused by short term absence.

Health and Wellbeing

Planned Health and Wellbeing Initiatives

A College team of 17 staff took part in the Glasgow Kiltwalk on Sunday 30th April to support Who Cares Scotland? To date £1500 has been raised. Two members of staff went on to complete the Mighty Stride and raised an additional £400 for St Andrew's Hospice.

Fitness classes and running group continue. Turbo trainers are also available for staff to use through a booking system and are promoted in the College newsletter.

The Scottish Slimmer's Class continues to be well attended. As part of our healthy eating campaign, vouchers were given out for complimentary fruit during our Equality and Choices event. This had been extremely well received by students and staff.

A new College Choir has been set up. Staff from across the College are members and is proving a great success.

Mental Health

The Mental Health Working Group met on 22nd March and 4th May 2017. The group developed plans to support mental Health Awareness Week (8th to 14th May 2017). This year's focus is on 'surviving or thriving'. The College will promote good mental health beyond these events with emphasis on small changes making a big difference.

The College currently has 18 members who are ASIST trained. In order to further facilitate this, all trained members now have keys for the first aid rooms, giving additional private areas should they be needed.

Mindfulness – these classes remain extremely popular and well attended and are planned to continue to run into the new term. Members welcomed this item now being reported under the mental health banner and agreed that it was an excellent provision.

Equality and Student Focused Initiatives

The On-line Equality Monitoring Form - completion rates had increased from 56% in 2016 to 71% in 2017. Members acknowledged the increase but questioned the reasoning behind the 29% that did not respond. Ms Beresford stated that she believed that it was as simple as time restrictions, perhaps not seeing it as a priority and not understanding the importance of the information gathered. She added that no refusals to complete had been received. **It was agreed that work would be done to emphasis the reasoning and importance of the details being gathered and better promote its use and importance to the College and sector as a whole.**

Equality and Choices Event – run in conjunction with the Students' Association took place from 28th to 30th March 2017. A wide range of organisations visited the College, with information and activities available for students and staff. Show Racism the Red Card provided workshops for the students and were well attended. Members agreed the importance of awareness raising.

LGBT History Month – supported by the College in February, with a Pride event taking place on the last Friday in May with staff and students wearing purple to show support for the LGBT community.

Procurement Event (March 2017) – was hosted by the College as part of Lanarkshire Business Week. Its purpose is to provide an introduction to procurement and tendering processes to businesses that deal with publicly funded organisations. It included a presentation on the importance of equality, diversity and inclusion and sample policies were distributed. The event focused on local SMEs.

Members agreed that it was about raising the bar for suppliers and setting out clearly what was expected of them.

Equality Group – met on 11th January 2017. This group works on and promotes excellent equality initiatives. Members welcomed the inclusion of these minutes with the Committee's documentation.

Discussion took place regarding the introduction of Gender Neutral toilets. A group of SLC students had won the competition for the new signage. The Principal stated that all toilets in the new building would be signed as gender neutral and where possible, costs allowing, some provision would be introduced in the main building.

The Principal asked members to note that the new Breastfeeding Room was now in place. Ms Harkness stated that this move had been welcomed by many students and staff and a safe facility had also been provided for storage of breast milk within Student Services.

Investors in Diversity

The College will take part in an annual review of our Platinum Accreditation in May/June 2017 against the Investors in People Standard. Some recommendations would require to be looked at but all looking well. Members recorded their thanks for huge amount of work to bring about such an excellent achievement.

Investor in Young People – Ms Beresford explained that the College is committed to working with Investors in People to increase younger members in our workforce and work towards becoming an Investor in Young People.

Ms Stillie stated that she was delighted to see the College working with Who Cares Scotland and suggested that it may be useful for staff to be given training on the Children's Hearing System. This would allow a roundness of understanding of the experiences many of the young students may have been through. **The Principal agreed that this should be considered for the first staff development new of the new term.**

Regional Equality Outcomes – have been developed and agreed with New College Lanarkshire and are contained within the Equality Mainstreaming Report. Members noted the great amount of work that had gone into this documentation. The report would now appear on the College website.

Equal Pay Reporting – in line with the legislation the pay calculations by gender were produced as at 31st March 2017 and published within the Equality Mainstreaming Report. Discussion took

place on the outcomes for SLC and members agreed the format of calculation caused the statistics to be somewhat artificial as a comparison was not on a like for like basis.

National Pay Bargaining

Lecturing Staff

The EIS has called for a national programme of discontinuous strike action which commenced on Thursday 27th April 2017. To date five days industrial action have taken place with another three planned for week commencing 22nd May 2017 and more may be announced for June. The College has remained open and teaching was now taking place for lecturers coming to College who are not EIS members or have decided not to support the action.

The Principal explained to members the overall impact this continued action was now having on students and their achieving and completion of their courses and qualifications. He explained in detail the content of the negotiation and the progress made to date, with the introduction of a new mediator. He added that he continued to maintain good relations with the College's EIS representatives.

Members asked if the Board could offer any support to the College. The Principal stated that he would continue to keep the Chair updated and further report to the full Board on 30th May 2017.

Workforce Planning

The College has developed a five-year Workforce Planning Strategy to provide the necessary framework to ensure that the College has the appropriate resources and skills to achieve its strategic goals.

Members welcomed the information and detail received in the document.

HR Systems

Phase One of the HR System is now fully operational and proving an asset to the HR Team. Phase 2 will look at CPD records and a recruitment tool. Works continues with the IT Team to take this forward.

Health and Safety

The Health and Safety Committee met on 29th March 2017 and a copy of the minutes had been distributed to members. No areas of concern had been raised.

Recommendations

It was recommended that the Human Resources Committee -

- Note the ongoing staff training and development activity
- Note the staff absence figures for the first quarter period 2017
- Note the continuing Health and Wellbeing activity

- Note the continuing Equality and student focused initiatives
- Note the review of the Regional Equality Outcomes, Equality Mainstreaming Report and the Equal Pay Reporting information
- Note the reaccreditation of Leaders in Diversity
- Note the Investors in People development plans
- Note the update on National Pay Bargaining
- Note the Workforce Planning Strategy, Workforce Planning Audit and changes to staffing
- Note the HR System update
- Note the Health & Safety update

Members agreed the recommendations and thanked Ms Beresford for the quality and clarity of the report.

There being no further competent business the Chair closed the meeting by thanking everyone for their attendance.